Regular Meeting - Virtual Meeting

Tuesday, May 19, 2020 7:00 PM
Town Hall, Council Chambers (Room Change) - Closed to the Public Dialing in by Phone Only: 1. Please call: 1-646-558-8656 or 1-301-715-8592 then press # 2. When prompted for participant or meeting ID, enter 899 5587 5035, then press # Joining in by Computer: 1. Please go to the following link: https://us02web.zoom.us/j/89955875035 2. When prompted for participant or meeting ID, enter 899 5587 5035, then press #, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
   a. Windsor Education Foundation Grants
   b. Recognition--CABE Student Leadership Awards: WHS--Abigail Butterick, Kennedy Tor; SPMS--Angela Abu-Boateng, Alex Dauphinais
3. **Student Representative Report**
4. **Board of Education**
   a. President's Report
   b. Set Last Day of School for 2019-2020
5. **Superintendent's Report**
   a. Budget FY 2020-2021 - Potential Budget Reductions (Action Anticipated)
   b. Healthy Food Certification (Action Anticipated)
   c. Distance Learning/Coronavirus Update
   d. Financial Status 2019-2020 School Year
6. **Committee Reports**
7. **Consent Agenda**
   a. Financial Report
   b. Enrollment Report
   c. Food Service Report
   d. Human Resources Report
8. **Approval of Minutes**
   a. April 21, 2020 Regular Meeting
   b. May 5, 2020 Special Meeting
9. **Other Matters/Announcements/Regular BOE Meetings**
   a. BOE Special Meeting, Tuesday, June 9, 2020, 6:30 PM, L.P. Wilson Community Center, Room 17
   b. Next BOE Regular Meeting is Wednesday, June 17, 2020, 7:00 PM, Town Hall, Council Chambers
10. **Adjournment**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Craig A. Cooke, Ph.D. **Presented By:** Craig A. Cooke, Ph.D.

Attachments:

Subject: Windsor Education Foundation

BACKGROUND:

The Windsor Education Foundation (WEF) was established in April 2007. Its mission is to encourage community support for excellence in public education and to provide funding for innovative projects and programs in the Windsor Public Schools. All Windsor Public Schools certified staff are eligible to apply for the grants.

The Grant Review Committee looks for a variety of proposals from all grade levels and schools that:

- Are consistent with the Windsor Board of Education district and school goals
- Impact students with varying learning abilities
- Fall outside the regular operating budget
- Will ultimately impact/benefit a large number of individuals; in other words, the impact of the grant is not a one-time benefit to a single group of students, but may benefit additional students in the long term.
- Encourage professional collaboration.
- Promote school and community communication.

In the past thirteen years the WEF has raised over $175,800 which goes towards grants to Windsor teachers. This year, the WEF has approved 12 grants totaling $16,800, which includes a $1,000 science grant from The Christine Gasparino Foundation. The approved grants will directly benefit more than 3,350 students across all grades and will go toward furthering student learning. This year's recipients are as follows:

Recipient/Location	Project	Amount
Lauren Grimshaw, LPW	Courtyard	$1,500
Nicholas Mercier, LPW	Ukulele	$1,500
Lisa Thomas, CLOV	Visions and Voices	$1,500
Rashida Davidson/Dario Soto, JFK	STEM-Engineering Anywhere (Gasparino)	$1,500
Gianna Gill/Kim Wood, JFK	Parent and Me Workshops	$1,500
Melissa Lafayette, OE	Only One You-Appreciate Your Uniqueness	$1,500
Stacey Marcella, OE	Kindergarten Community Trip	$ 300
Elizabeth Abbot, POQ	Poquonock Garden	$1,500
Kristin Ricci, SPMS	Prism Trip	$1,500
Sheena Boyle, WHS	S.W.E.A.T.	$1,500
Cameren Judge, WHS	College Exposure	$1,500
Paul Pierce, WHS	Integrating Ensembles	$1,500

***Due to the COVID-19 pandemic, the WEF Board said many of the "spring" grants will not happen, are not completed or even started. The WEF Board would like the recipients to keep these granted funds and pursue the 2020 grants.

RECOMMENDATION:

That the BOE receive as information and for recognition.

Recommended by the Superintendent:CAC

Agenda Item # 2a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Craig A. Cooke **Presented By:** Leonard Lockhart/Craig Cooke

Attachments:

Subject: CABE Student Leadership Awards

BACKGROUND:

Each year, the Windsor Board of Education recognizes two outstanding students from both Windsor High School and Sage Park Middle School to receive the Connecticut Association Boards of Education Student Leadership Award. This award was developed to give local Boards of Education a chance to reward student potential. Students who are selected exhibit exemplary leadership qualities as defined by a list of criteria developed by the CABE Board of Directors.

STATUS:

Due to the COVID-19 Pandemic and social distancing protocols, the May 19, 2020 meeting is closed to the public. Students have been asked to view the recognition portion of the meeting by accessing Cable Channel 96 on Comcast and Frontier or by viewing by the online meetings on the town's website. A certificate and gift will be sent to the students as soon as possible.

RECOMMENDATION:

For information only:

This year's two recipients chosen from Windsor High School are:

Abigail Butterick
Kennedy Tor

This year's two recipients chosen from Sage Park Middle School are:

Angela Abu-Boateng
Alex Dauphinais

Dr. Cooke will read a short bio on each of the recipients.

Recommended by the Superintendent: CAC

Agenda Item # 2b.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

PREPARED BY: Craig A. Cooke **PRESENTED BY:** Craig A. Cooke

ATTACHMENTS:

SUBJECT: Last Day of School for 2019-2020

BACKGROUND:

Each year the Board of Education communicates the last day of school. Per the Board approved calendar, June 16th would be 181st student day and 187th teacher day of Windsor's school year.

The last student day is always a half day, therefore Tuesday, June 16, 2020, would be a half day for students in Kindergarten through Grade 11.

Graduation has been scheduled for Tuesday, June 16, 2020.

STATUS:

N/A

RECOMMENDATION:

Board shares information with the public. No action required, only graduation date requires a vote which was approved at the September 17, 2019 regular meeting.

Recommended by the Superintendent: CAC

Agenda Item # 4b.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Craig A. Cooke **Presented By:** Craig Cooke

Attachments: List of Proposed Reductions

Subject: Budget FY 2020-2021 – Potential Budget Reductions (Action Anticipated)

BACKGROUND:

The Superintendent was asked by the Town Council to reduce the Board of Education's approved budget (as approved at their February 19, 2020 regular meeting) by $130,000.

STATUS:

The administration has developed a list of potential budget reductions equaling $130,000, which is attached.

RECOMMENDATION:

Move the Board of Education approve the Town Council's request to reduce the FY 2020-2021 budget by $130,000 or 0.18%, making the Board of Education's approved FY 2020-2021 total budget, $72,551,799.

Recommended by the Superintendent: CAC

Agenda Item # 5a.

Reduction to BOE Recommended 20/21 Budget

2020-2021 Board of Education Recommended Budget to Town Council	**$ 72,681,799**
Town Council Recommended 20/21 Budget	**$ 72,551,799**
Dollar Decrease	**($130,000)**
Percent Decrease	**-0.18%**

Site/Dept./Areas for the $130,000 Reduction

Reduce School Budgets, Athletics, CATE	($27,024)
Partial Reduction from Technology Increase	($50,000)
July 2020 Summer School Security - Salary Inc. 7/1/20	($1,076)
July 2020 Summer School Nurse -Salary Inc. 7/1/20	($6,900)
Curriculum Writing	($20,000)
Magnet School Tuition	($20,000)
Noncertified Retirement Savings	($5,000)
Total Reduction	**($130,000)**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Danielle Batchelder **Presented by:** Danielle Batchelder

Attachments: CSDE Operational Memorandum No. 05-19

Subject: Healthy Food Certification (Section 10-215f of the CT General Statutes)

BACKGROUND:

Public Act 06-63* *An Act Concerning Healthy Food and Beverages in Schools* became effective July 1, 2006. Compliance with Section 1, "Requirement for Beverages," is required. Section 3, "Optional Healthy Food Certification," is optional. The Windsor Public Schools chose to comply with Section. 3. Compliance with the Optional Healthy Food Certification enabled the District to receive an additional ten cents per student meal from the state. The BOE had to have adopted a Wellness Policy, which it has.

STATUS:

The Windsor Public Schools has successfully completed fourteen years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2020-21 school year, the Board of Education is required to certify compliance with the Act.

RECOMMENDATION:

That the Board of Education accepts the Healthy Food Certification program (Section 10-215f of the Connecticut General Statutes). The following motions are needed:

Motion 1:

The Windsor Board of Education, pursuant to C.G.S. Section 10-215F, certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020 through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organization and groups.

Motion 2:

Food and beverage exemptions required: The Windsor Public School's board of education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

1. The sale is in connection with an event occurring after the end of the regular school day or on the weekend
2. The sale is at the location of the event
3. The food and beverage items are not sold from a vending machine or school store.

An "event" is an occurrence that involves more than just a regularly schedule practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

Reviewed by: DB **Recommended by the Superintendent:** CAC

Agenda Item # 5b.

STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Bureau Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 22, 2020

SUBJECT: Operational Memorandum No. 05-20
Process for Submitting the Healthy Food Certification (HFC) Statement for School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the ***final board-approved meeting minutes*** to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

Requirement for Annual HFC Statement

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must ***take action annually*** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,

regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP ***must*** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

HFC Application Process for 2020-21

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the ***final board-approved meeting minutes*** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept ***draft*** meeting minutes to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the ***final*** board-approved meeting minutes. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.

    A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

        Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State

Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

B. **Vote for food exemptions:** If the board of education or governing authority votes "yes" for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions**.** (**Note:** If the board of education or governing authority votes "no" for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

   Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.

C. **Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to ***all public schools***, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA's Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements webpage.

   Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the ***same time*** as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific

criteria for beverage exemptions required by C.G.S. Section 10-221q:

> **Motion language for beverage exemptions:** The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the beverage sales.

D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

> **Motion language for combined food and beverage exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

For more information on food and beverage exemptions, see the CSDE's handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the *final board-approved meeting minutes*** indicating the

results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted "yes" or "no" to implement the healthy food option, and must include the ***specific language*** under "Motion language for healthy food option" in step 1A on page 2.

B. If the board of education or governing authority voted "yes," for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted "yes" or "no" to allow food exemptions, and must include the ***specific language*** for either "Motion language for food exemptions" under step 1B on page 3, or "Motion language for combined food and beverage exemptions" under step 1D on page 4.

C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the ***specific language*** for either "Motion language for beverage exemptions" under step 1C on page 4, or "Motion language for combined food and beverage exemptions" under step 1D on page 4.

3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the ***final board-approved meeting minutes*** indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE's presentation, Application Procedures for HFC, and visit the "Apply" section of the CSDE's HFC webpage.

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement ***after*** this date, the CSDE will ***not*** include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21.

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the "Interschool Agreements" section of the CSDE's Forms for School Nutrition Programs webpage.

Connecticut Nutrition Standards (CNS)

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's CNS webpage. The CSDE's HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC (Presentation)**;**
- Ensuring District Compliance with HFC;
- Guide to Competitive Foods in HFC Public Schools;
- List of Acceptable Foods and Beverages;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Competitive Foods in HFC Public Schools;
- Requirements for Food and Beverage Fundraisers in HFC Public Schools;
- Requirements for Foods and Beverages in School Stores in HFC Public Schools;
- Requirements for Foods and Beverages in Vending Machines in HFC Public Schools; and
- Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Craig A. Cooke **Presented By:** Craig A. Cooke

Attachments: N/A

Subject: Distance Learning/Coronavirus Update

Background:

The Superintendent will give an update on the district's preparedness for distance learning and coronavirus.

Status:

N/A

Recommendation:

For informational purposes only.

Recommended by the Superintendent: CAC

Agenda Item #: 5c.

WINDSOR PUBLIC SCHOOLS

Craig A. Cooke, Ph.D.
Superintendent of Schools
601 Matianuck Avenue • Windsor, CT 06095

EMAIL | ccooke@windsorct.org TEL | 860-687-2000 EXT 1236 FAX | 860-687-2009 WWW.WINDSORCT.ORG

MEMORANDUM

TO: Board of Education
FROM: Craig A. Cooke, Ph.D.
DATE: May 19, 2020
SUBJECT: COVID-19 Update

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1. Windsor Public Schools is working on extended school year options for special education students and summer camp opportunities for students. Additional guidance from the State is expected later this month. Anticipated restrictions are for no more than 30 children per site and no more than 10 per room.

   A few important points:

   We have canceled Dream Sports Camp which has taken place at WHS the last two years.

   Regular education summer school, K-12, will be online this year.

   Camp Treehouse is planning on moving forward with a reduced number of campers (estimated 30). We are working closely with the Town of Windsor on their summer offerings.

2. Advanced Placement (AP) exams began on May 11th. AP exams are taken at home this year and students are given 45 minutes to complete the test. WHS has shared that there has been no technology issues during the administration and that testing has gone smoothly.

3. We have been informed that CT will be providing funding for each member of the class of 2021 to take an SAT exam. We are not sure if this will be an in school administration or part of the regular Saturday administrations in the Fall.

4. Windsor Food Service has served 28,604 meals (including breakfast and lunch) through Tuesday, May 12th. Windsor will have two locations serving meals during this closure and is intending to continue this through the summer. The locations are:

   a. Windsor High School - entrance by tennis courts
   b. Oliver Ellsworth School - entrance by near main office

   Hours are 10:30 AM to 12:30 PM, Monday through Friday, Students age 18 and younger

5. Mr. Osunde and I continue to have almost daily communications regarding WHS events and planning for alternatives. I hope to have a plan for graduation in place to share shortly. The State is releasing guidelines for graduation ceremonies.

6. We have communicated to families through the schools about locker and desk clean out for students.

7. Windsor Public Schools is receiving $476,801 in Cares funding. Cares funding is federal funding provided to states for education. Connecticut is passing the majority of its funding directly to school districts. An application will be provided to districts soon and the administration will share its plan and the application process with the Board. We do know that funds must be expended by September 30, 2021.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Craig A. Cooke **Presented By:** Danielle Batchelder

Attachments: Financial Status Report for 2019-2020

Subject: Financial Status 2019-2020 School Year

BACKGROUND:

The Board is being provided with this report to give an update on the remaining funds for 2019-2020.

STATUS:

RECOMMENDATION:

For information only:

Recommended by the Superintendent: CAC

Agenda Item # 5d.

Financial Update from COVID 19
District Savings, Expenses and Loss of Revenue

District Operational Area	Amount	Description
Transportation - Dattco & Haven	$511,599	**Dattco** - Reduction of athletics & field trip routes & 20% discount on Home-to-School Contract; **Haven** - 40% Reduction on Remaining # of School Days
Diesel Fuel for Buses	$8,349	7/1 - 6/30 Diesel Contract - Liquidated remaining contracted gallons (36,411) for a $0.30 savings per gallon. Town & BOE Split = 25% Town and 75% BOE.
Certified & Non-Certified Salaries	$200,000	Historically, the substitute account runs a deficit of $200,000 which is then offset by the savings in salary accounts due to FMLA, Workers Comp; Maternity Leave, etc.
Athletics - Spring Season	$49,834	Spring Coaches were paid 25% of their original stipend.
Natural Gas Water Electricity	$8,728 $7,965 $94,926	Based on 18/19 usage and 19/20 cost
Custodial Overtime	$21,708	Cancellation of all district and community events.
Supplies & Materials for Schools	$138,619	Savings of supplies & materials that will not be expended.
Savings from COVID19	**$1,041,728**	

Continued Expenses the Programs still Incurred from March 16th - June 2020

School Food Program March 16 - June 2020	
Expense	
*Payroll & Benefits	($303,503)
**Food for Meal Service COVID19	($54,572)
Federal Reimbursement for COVID 19 Meal Service	$72,309
Cash Balance in SFSD Fund to offset expenses	$63,000
Total Expenses	**($222,766.26)**

Tree House Program March 16 - June 2020	
Expenses	
*Payroll & Benefits	$124,260
Cash Balance in TH Fund to offset expenses	$15,000
Total Expenses	**($109,260.09)**

Total Amount Projected to Return to the Town due to COVID19 (District Savings from COVID19 minus SFSD & TH Expenses) **$709,701.21**

* March & April '20 = Actual Expense; May & June '20 = Estimated Expense

** SFSD utilized all inventory already in stock before purchasing any new items

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: April 30, 2020 Financial Report & Revised March 31, 2020 Financial Report

SUBJECT: Financial Report

BACKGROUND:

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

STATUS:

The attached report is for the month of April 2020.
The attached report is for the month of March 2020 (revised)

There were no inter-site transfers during the month.

RECOMMENDATION:

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for March 31, 2020	$ 6,996,004 (revised)
Expenditures through March 31, 2020	$50,297,687 (revised)
Expenditures for April 30, 2020	$ 6,736,915
Expenditures through April 30, 2020	$57,034,602

Reviewed by: DB **Recommended by the Superintendent:** CAC

Agenda Item # 7a.

Windsor Public Schools
Financial Report
March 31, 2020

	2019/2020 Budget	Expenditures YTD 3/31/2020	Encumbrance	Balance 3/31/2020	% Balance
Instructional Services					
Clover Street School	63,167	29,767	3,243	30,157	**48%**
John F. Kennedy School	84,950	52,019	1,592	31,339	**37%**
Oliver Ellsworth School	86,730	53,593	5,813	27,324	**32%**
Poquonock School	69,296	37,853	2,849	28,594	**41%**
Sage Park Middle School	210,935	142,528	15,735	52,672	**25%**
Windsor High School	397,511	259,816	17,156	120,539	**30%**
Windsor High School Interscholastic Sports	207,000	181,169	25,692	139	**0%**
Athletic Coaches	263,000	189,344	0	73,656	**28%**
WHS Career & Technical Education	59,745	36,562	7,280	15,903	**27%**
Continuing Education	70,400	57,430	3,260	9,710	**14%**
Instructional Mgt. & Curriculum Development	318,380	229,880	39,560	48,940	**15%**
Magnet School Tuition	1,500,600	1,382,552	0	118,048	**8%**
Technology	777,405	773,229	52,690	(48,514)	**-6%**
Total Instructional Services	**4,109,119**	**3,425,742**	**174,870**	**508,507**	**12%**
Education Support Services					
Pupil Personnel Services	402,800	222,776	16,129	163,895	**41%**
Special Education	94,350	38,743	1,740	53,867	**57%**
Special Education Tuition	4,968,886	3,697,953	0	1,270,933	**26%**
Policy & Planning	142,350	132,901	2,457	6,992	**5%**
Employee Personnel Services	129,000	65,276	92	63,632	**49%**
Financial Management	280,442	195,829	50,700	33,913	**12%**
Financial Services	38,500	37,890	1,843	(1,233)	**-3%**
Pupil Transportation & Safety	2,857,789	1,754,763	0	1,103,026	**39%**
Special Education Transportation	2,121,699	1,715,918	333,754	72,027	**3%**
Physical Plant Services	1,971,850	1,443,878	520,619	7,353	**0%**
Major Maintenance	436,000	432,890	3,012	98	**0%**
L.P. Wilson Center	254,800	204,580	45,351	4,869	**2%**
Benefits	10,869,681	5,970,955	135,333	4,763,393	**44%**
Certified Salaries	32,472,322	23,877,543	0	8,594,779	**26%**
*Non-Certified Salaries	8,495,885	6,093,076	0	2,402,809	**28%**
Regular Ed Tutor Salaries	336,700	178,924	0	157,776	**47%**
Special Ed Tutor Salaries	284,000	190,729	0	93,271	**33%**
Substitute Salaries	647,188	617,321	0	29,867	**5%**
Total Education Support Services	**66,804,242**	**46,871,945**	**1,111,030**	**18,821,267**	**28%**
Total All Sites	**$70,913,361**	**$50,297,687**	**$1,285,900**	**$19,329,774**	**27%**

*Revised YTD Expense

Windsor Public Schools
Financial Report
April 30, 2020

	2019/2020 Budget	Expenditures YTD 4/30/2020	Encumbrance	Balance 4/30/2020	% Balance
Instructional Services					
Clover Street School	63,167	30,949	1,790	30,428	**48%**
John F. Kennedy School	84,950	52,498	3,893	28,559	**34%**
Oliver Ellsworth School	86,730	53,789	6,431	26,510	**31%**
Poquonock School	69,296	39,904	1,001	28,391	**41%**
Sage Park Middle School	210,935	149,695	13,836	47,404	**22%**
Windsor High School	397,511	264,048	19,084	114,379	**29%**
Windsor High School Interscholastic Sports	207,000	181,764	24,692	544	**0%**
Athletic Coaches	263,000	189,344	23,822	49,834	**19%**
WHS Career & Technical Education	59,745	47,775	4,921	7,049	**12%**
Continuing Education	70,400	57,430	3,260	9,710	**14%**
Instructional Mgt. & Curriculum Development	318,380	229,880	39,560	48,940	**15%**
Magnet School Tuition	1,500,600	1,393,413	0	107,187	**7%**
Technology	777,405	773,229	52,690	(48,514)	**-6%**
Total Instructional Services	**4,109,119**	**3,463,718**	**194,980**	**450,421**	**11%**
Education Support Services					
Pupil Personnel Services	402,800	232,582	13,831	156,387	**39%**
Special Education	94,350	42,018	5,032	47,300	**50%**
Special Education Tuition	4,968,886	4,442,797	68,973	457,116	**9%**
Policy & Planning	142,350	139,730	281	2,339	**2%**
Employee Personnel Services	129,000	94,749	4,038	30,213	**23%**
Financial Management	280,442	239,830	8,650	31,962	**11%**
Financial Services	38,500	37,890	1,843	(1,233)	**-3%**
*Pupil Transportation & Safety	2,857,789	1,766,312	0	1,091,477	**38%**
*Special Education Transportation	2,121,699	1,778,796	0	342,903	**16%**
Physical Plant Services	1,971,850	1,660,764	298,566	12,520	**1%**
Major Maintenance	436,000	432,890	3,012	98	**0%**
L.P. Wilson Center	254,800	218,571	33,062	3,167	**1%**
Benefits	10,869,681	7,378,122	126,803	3,364,756	**31%**
Certified Salaries	32,472,322	26,829,432	0	5,642,890	**17%**
**Non-Certified Salaries	8,495,885	7,182,469	0	1,313,416	**15%**
Regular Ed Tutor Salaries	336,700	216,526	0	120,174	**36%**
Special Ed Tutor Salaries	284,000	229,143	0	54,857	**19%**
Substitute Salaries	647,188	648,263	0	(1,075)	**0%**
Total Education Support Services	**66,804,242**	**53,570,884**	**564,091**	**12,669,267**	**19%**
Total All Sites	**$70,913,361**	**$57,034,602**	**$759,071**	**$13,119,688**	**19%**

* All payments for transportation were frozen during the month of April 2020 due to contract negotiations per COVID19.

** Error made on March 2020 report for YTD Expense for Non-Certified Salaries - YTD should have been $6,093,076. Revised March 31, 2020 financials are attached.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of May 1, 2020

BACKGROUND:

Attached are the enrollment figures as of May 1, 2020. Mrs. Batchelder will answer any questions.

STATUS:

In prior BOE enrollment reports, the enrollment report grouped all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning in September 2016, the Out Placement/Private Placement (SPED) line was separated into two categories:

1. *Out of District Placement-Special Education students*
2. *Private Placement Special Education students*

Out of District - Special Education: Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

Private Placement - Special Education: Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

RECOMMENDATION:

Informational

Reviewed by: DB **Recommended by the Superintendent:** CAC

Agenda Item # 7b.

ENROLLMENT REPORT 2019-2020
POQUONOCK SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
2	Brown			14	14	14	14	14	14	14	14	14	
3	Scott			13	13	13	13	13	13	13	13	13	
22	Roche			14	14	14	14	14	15	15	15	15	
23	Filmer			14	14	15	15	15	15	15	14	14	
24	Eskanazi			12	13	14	14	15	15	15	16	16	
26	Scerra			14	14	14	14	14	14	14	15	15	
		Total	**85**	**81**	**82**	**84**	**84**	**85**	**86**	**86**	**87**	**87**	**0**
		Grade 1											
1	McCann			17	17	18	18	18	18	18	18	18	
12	Elkey			18	18	18	18	17	17	17	17	17	
15	Velez			17	17	17	16	16	16	16	17	17	
17	Stoll			18	17	16	16	16	16	16	16	16	
16	Reynolds			17	16	17	17	17	17	17	17	17	
18	Neals			18	18	18	17	16	16	17	17	17	
25	Hernandez			18	17	17	17	17	17	17	17	17	
		Total	**116**	**123**	**120**	**121**	**119**	**117**	**117**	**118**	**119**	**119**	**0**
		Grade 2											
8	Coburn			18	18	18	18	19	19	19	19	19	
9	Trummel			18	18	18	18	18	18	18	18	18	
11	Delskey			18	18	18	18	18	19	19	19	19	
13	Hoogewerff			18	18	18	18	18	18	18	19	19	
14	Couchon			18	19	19	19	20	20	20	20	20	
		Total	**89**	**90**	**91**	**91**	**91**	**93**	**94**	**94**	**95**	**95**	**0**
	PK Smart Start		30	32	32	32	32	32	32	32	30	30	
	Sped & Peer		15	19	22	22	25	25	29	30	32	32	
		Total	**45**	**51**	**54**	**54**	**57**	**57**	**61**	**62**	**62**	**62**	**0**
	Poqunonock	**Totals**	**335**	**345**	**347**	**350**	**351**	**352**	**358**	**360**	**363**	**363**	**0**

ENROLLMENT REPORT 2019-2020
OLIVER ELLSWORTH SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
14	Adamski			15	15	15	15	16	16	16	17	17	
15	Waszkelewicz			16	16	16	15	14	14	14	14	14	
19	Drake			14	15	16	16	16	16	16	16	16	
20	Butterick			15	15	16	16	16	16	16	16	16	
21	Tedeschi			17	17	17	16	16	16	16	16	16	
22	Bishop			16	16	16	16	16	16	17	16	16	
24	Bartholomew			15	16	16	16	16	16	16	16	16	
25	Chapple			15	15	17	17	17	16	16	16	16	
26	Marcella			16	16	16	16	17	17	17	17	17	
		Total	**125**	**139**	**141**	**145**	**143**	**144**	**143**	**144**	**144**	**144**	**0**
		Grade 1											
10	Strickland			21	21	22	22	22	22	22	22	22	
11	Capizzi			22	22	22	22	22	22	21	21	21	
12	Furie			21	21	21	22	21	22	22	22	22	
13	Cornell			21	21	20	19	19	19	20	20	20	
16	Miler			20	20	20	20	20	20	20	20	20	
17	Strempfer			20	20	20	20	20	20	20	20	20	
		Total	**107**	**125**	**125**	**125**	**125**	**124**	**125**	**125**	**125**	**125**	**0**
		Grade 2											
1	Mayo			20	20	20	20	20	21	21	21	21	
2	Goicohea			21	21	21	21	19	19	19	19	19	
3	Majors			20	20	20	19	19	18	18	18	18	
6	Heilman			19	19	19	19	20	20	20	21	21	
7	Carlin			19	18	19	19	19	18	18	18	18	
8	Jaworski			19	18	18	18	19	19	19	19	19	
		Total	**123**	**118**	**116**	**117**	**116**	**116**	**115**	**115**	**116**	**116**	**0**
	PK Smart Start		30	29	30	29	31	31	30	30	32	32	
	Sped & Peers		30	45	40	50	52	52	53	57	58	58	
		Total	**60**	**74**	**70**	**79**	**83**	**83**	**83**	**87**	**90**	**90**	**0**
Oliver Ellsworth		**Totals**	**415**	**456**	**452**	**466**	**467**	**467**	**466**	**471**	**475**	**475**	**0**

ENROLLMENT REPORT 2019-2020
JF KENNEDY SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	L. Macaluso			17	17	17	17	17	17	18	18	18	
2	Richards			17	17	16	16	17	17	18	18	18	
3	Lamouireux			18	18	18	18	19	19	18	18	18	
4	Ghanesh-May			18	18	18	18	18	18	17	17	17	
5	Filomeno			16	17	16	16	17	17	17	17	17	
6	Johnston			18	19	20	20	20	21	21	21	21	
8	Estelle			17	17	17	17	18	18	18	18	18	
		Total	**114**	**121**	**123**	**122**	**122**	**126**	**127**	**127**	**127**	**127**	**0**
		Grade 4											
9	M.Macaluso			19	19	19	19	20	20	20	20	20	
10	Silliman			19	19	19	19	18	18	18	18	18	
12	Bishop			18	19	18	19	19	19	18	18	18	
14	Atkins			18	18	18	17	17	17	17	17	17	
16	Taylor			19	19	19	19	19	18	18	18	18	
18	Caselli			18	18	17	18	19	19	19	19	19	
		Total	**110**	**111**	**112**	**110**	**111**	**112**	**111**	**110**	**110**	**110**	**0**
		Grade 5											
15	Brown			20	20	20	20	20	20	20	20	20	
19	Bowman			20	20	20	20	21	21	21	21	21	
20	Paley			19	19	19	19	18	17	18	18	18	
24	Freitas			19	20	20	20	20	21	21	22	22	
25	Mazur			20	20	21	21	21	21	21	21	21	
27	Hildt			20	19	18	18	19	18	18	19	19	
28	Fye			20	20	21	21	21	21	21	21	21	
		Total	**127**	**138**	**138**	**139**	**139**	**140**	**139**	**140**	**142**	**142**	**0**
John F. Kennedy		**Totals**	**351**	**370**	**373**	**371**	**372**	**378**	**377**	**377**	**379**	**379**	**0**

ENROLLMENT REPORT 2019-2020

Clover Street School

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
8	Lindsley			16	14	14	14	14	15	14	14	14	
10	Murray			16	15	16	16	16	16	16	16	16	
11	Sanchez			17	15	14	14	15	15	15	15	15	
19	Rivers			17	18	18	18	18	18	18	18	18	
18	Darrell			17	15	15	15	15	15	16	16	16	
		Total	**85**	**83**	**77**	**77**	**77**	**78**	**79**	**79**	**79**	**79**	**0**
		Grade 4											
9	Michalic			23	22	22	22	23	23	23	23	23	
14	Su			21	21	21	21	21	21	21	21	21	
15	Savage			20	20	20	21	21	21	21	21	21	
26	Keach-Longo			18	18	18	18	19	19	20	20	20	
27	Williams			20	19	19	19	20	20	20	20	20	
		Total	**96**	**102**	**100**	**100**	**101**	**104**	**104**	**105**	**105**	**105**	**0**
		Grade 5											
12	Grimes			17	16	16	16	16	15	15	15	15	
13	Carlson			17	18	18	17	17	17	15	15	15	
16	Mendola			17	15	15	16	16	16	17	18	18	
17	Nowsch			17	18	17	17	17	17	17	17	17	
24	Chartier			16	15	16	17	17	17	18	18	18	
25	Lewis			15	15	16	16	16	16	16	16	16	
		Total	**97**	**99**	**97**	**98**	**99**	**99**	**98**	**98**	**99**	**99**	**0**
	Clover	**Totals**	**278**	**284**	**274**	**275**	**277**	**281**	**281**	**282**	**283**	**283**	**0**

ENROLLMENT REPORT 2019-2020

Sage Park Middle School

		Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 6												
Team 1			83	81	81	82	82	84	85	85	85	
Team 2			82	79	80	81	80	82	82	82	82	
Team 3			78	78	79	79	82	82	82	83	83	
	Total	**218**	**243**	**238**	**240**	**242**	**244**	**248**	**249**	**250**	**250**	**0**
Grade 7												
Team 4			79	80	80	80	79	79	79	80	80	
Team 5			77	76	76	76	76	75	75	74	72	
Team 6			77	77	78	79	81	79	80	80	80	
	Total	**250**	**233**	**233**	**234**	**235**	**236**	**233**	**234**	**234**	**232**	**0**
Grade 8												
Team 7			84	85	85	85	86	86	86	86	86	
Team 8			75	75	76	78	78	79	78	79	79	
Team 9			79	78	79	79	81	81	81	81	81	
	Total	**234**	**238**	**238**	**240**	**242**	**245**	**246**	**245**	**246**	**246**	**0**
Sage Park	**Totals**	**702**	**714**	**709**	**714**	**719**	**725**	**727**	**728**	**730**	**728**	**0**

ENROLLMENT REPORT 2019-2020
Windsor High School

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	330	297	295	304	305	304	305	283	284	283	
Grade 10	261	272	271	267	266	260	261	268	269	268	
Grade 11	297	296	297	294	295	294	293	286	287	287	
Grade 12	295	291	290	285	284	285	283	298	298	298	
Windsor High Total	**1,183**	**1,156**	**1,153**	**1,150**	**1,150**	**1,143**	**1,142**	**1,135**	**1,138**	**1,136**	**0**

Windsor Public Schools
Student Enrollment Report
May 1, 2020

GRADE		Poquonock School	Clover Street School	Oliver Ellsworth School	John F. Kennedy School	Total
PreK		62		90		152
K		87		144		231
1		119		125		244
2		95		116		211
3			79		127	206
4			105		110	215
5			99		142	241
Subtotal K-5						1,348
Total		**363**	**283**	**475**	**379**	**1,500**

GRADE		Sage Park Middle School
6		250
7		232
8		246
Total		**728**

GRADE	Windsor High School
9	283
10	268
11	287
12	298
Total	**1,136**

District Wide Enrollment	**3,364**

Windsor Public Schools
Student Enrollment Report
May 1, 2020

Enrollment in Windsor Public Schools

Grades PreK - 5	1,500
Grades 6-8	728
Grades 9-12	1,136
Total District Enrollment	**3,364**

Windsor Students not in District Schools

Out of District Placements (SPED)	56
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	21
CREC Montessori Hartford	13
CREC Metropolitan Learning Center (MLC)	85
CREC Miscellaneous Magnet Schools	231
Hartford Host Magnet Schools	185
Miscellaneous Magnet Schools	31
A.I. Prince Technical High School	15
Howard Cheney Technical High School	11
	648
Total Students	**4,012**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Patricia Patton **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – April 2020

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, and added Poquonock Elementary School location during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

Status: Financial Report for April 2020

Recommendation:

Information only

Reviewed by: DB **Recommended by the Superintendent:** **CAC**

Agenda Item # **7c.**

WINDSOR SCHOOL FOOD SERVICE
FINANCIAL
APRIL 2020

REVENUE	April 2020	7/1/19- YTD	April 2019	7/1/18- YTD
SALES	$230.00	$622,187.80	$70,944.02	$687,449.90
REIMBURSEMENTS - STATE	4,882.00	58,020.11	3,699.00	60,862.00
ACCOUNTS RECEIVABLE	65,197.08	874,029.91	90,323.86	834,973.23
CLOC	10,078.00	143,966.00	25,294.95	118,315.95
MISC. (Rebates)		18,088.59		3,796.68
6 Cents Certification		19,789.70	2,153.70	19,655.40
REVENUE TOTALS	**$80,387.08**	**$1,736,082.11**	**$192,415.53**	**$1,725,053.16**
EXPENSES				
WAGES	$0.00	$508,464.12	$62,396.40	$641,908.38
PAYROLL TAXES	0.00	38,897.29	4,773.33	49,106.01
BENEFITS	0.00	68,155.37	6,072.94	57,359.74
FOOD/MILK	4,725.79	796,484.34	93,697.37	878,177.29
PAPER	1,009.97	39,556.88	4,031.17	48,829.35
TRUCK	0.00	39,974.77	103.27	4,418.96
SUPPLIES	20.00	1,990.90	290.80	4,682.62
EQUIPMENT	0.00	2,508.55	120.08	33,231.45
SERVICES	4,257.00	8,089.22	169.77	48,743.63
EXPENSE TOTALS	**$10,012.76**	**$1,504,121.44**	**$171,655.13**	**$1,766,457.43**
NET INCOME	**$70,374.32**	**$231,960.67**	**$20,760.40**	**($41,404.27)**
INVENTORY	**none taken**			**$29,533.28**
OPENING BALANCE 7/1		**$209,503.15**		**$333,317.93**
COMPUTED OPERATING POSITION		**$441,463.82**		**$321,446.94**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 19, 2020

Prepared By: Terrell M. Hill, PhD **Presented By:** Terrell M. Hill, PhD
Assistant Superintendent for Human Resources

Attachments: None

Subject: Human Resources Report for April 1, 2020 – April 30, 2020

RESIGNATIONS/SEPARATIONS

Nancy Thomson	CATE Teacher (6/30/2020)	Windsor High
Kara Filmer	Kindergarten Teacher (11/3/2020)	Poquonock

RETIREMENTS

Michael Fogarasi	Custodian (new date 7/1/2020)	LP Wilson

TRANSFERS/REASSIGNMENTS

Charles Waterfield	From: Maintenance Worker	LP Wilson
	To: Physical Plant Manager	LP Wilson
Aimee Boehm	From: Special Education Teacher	Poquonock
	To: Assistant Principal (7/1/2020)	Poquonock

HIRES

Gregory Garb	Long Term Substitute Math Teacher	Windsor High

Recommended by the Superintendent: CAC

Agenda Item # 7d.

Windsor Board of Education
Regular Meeting - Virtual Meeting
Unapproved Minutes

Tuesday, April 21, 2020 7:00 PM
Town Hall, Council Chambers - Closed to Public

The following are the unapproved minutes of the April 21, 2020 Regular Meeting - Virtual Meeting. Any additions or corrections will be made at a future meeting.

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Ms. Ayana Taylor
Mr. Paul Panos
Mr. David Furie
Ms. Charlotte Ricketts
Mr. Brian Bosch
Mr. James Ristas
Mr. Ronald Eleveld

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order at 7:00 PM by Mr. Lockhart with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil and Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Dr. Terrell Hill, Director of Business Services Ms. Danielle Batchelder and Assistant Superintendent for Instructional Services Dr. Santosha Oliver.

2. Recognitions/Acknowledgements
2.a. Proclamation--Teacher Appreciation Week, May 4-8

Discussion:
Mr. Lockhart read the Teacher Appreciation Proclamation 2020 document. Mr. Panos said that the teachers deserve more recognition than a week. Mr. Furie agreed and said that the teachers will do and are doing their best. Mr. Lockhart stated he can't thank the teachers enough during this sad occurrence.

3. Student Representative Report

Discussion:
Ms. Camacho was not present but had made a statement available to Dr. Cooke, which he read. Ms. Camacho wished she could be present but thanked the board for keeping her as the student representative during this time. She spoke to students regarding the challenges and benefits of distance learning. She wrote that student athletes are practicing at home and she hopes that track can compete in July. The Seniors are disappointed that their last few months were taken from them but they hope to still have graduation.

Mr. Eleveld said her statements were very appropriate.

Mr. Lockhart said that her statement was well said.

Ms. Taylor said that we all needed to hear what she had to say and thanks for sharing.

4. Board of Education
4.a. President's Report

Discussion:
Mr. Lockhart thanked Dr. Cooke and staff during these unprecedented times. He offered special thanks to security and lunch staff who worked during spring break to provide meals to Windsor children. Currently, approximately 15,000 meals, breakfast and lunch, have been provided. Thanks to the past and present Town Council, Board of Education, Town Hall and the Town of Windsor in the aiding and the delivery of learning with technology. Numerous internet hot spots have been made available to families across town. He stated that this is all about us taking care of the children.

4.b. Recommendation for Contract Non-Renewals

Discussion:
No discussion

During the vote, the virtual connection to Mr. Panos was lost from 7:25PM to 7:33PM. Mr. Panos's vote was taken once the connection was regained.

Motion Passed: Move that the contract of employment of 'employees listed in the Superintendent's Human Resources Report – Addendum' not be renewed for the following year upon its expiration at the
end of the 2019-2020 school year and that the Superintendent of Schools is directed to advise such persons in writing of this action passed with a motion by Mr. David Furie and a second by Mr. Brian Bosch.

9 Yeas - 0 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Mr. David Furie	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

5. Superintendent's Report

Discussion:
Dr. Cooke began by sharing his thanks to district teachers, the teachers' union presidents and all employees. Due to the fact that Teacher Appreciation Week breakfasts will be cancelled, the funds will be distributed for coffee in town as a token of appreciation to all staff.

Mr. Bosch asked Dr. Cooke to elaborate on the principal hiring process at this time.

Dr. Cooke said that interviews will begin virtually Wednesday, April 22. May 5 is the expected date to bring candidate information to the board for both positions.

5.a. Policy Adoption, 2nd Reading
5.a.1. Revise P 1331 Prohibition Against Smoking
5.a.2. Revised P/AR 5118.1 Homeless Children and Youth
5.a.3. New P/AR 5141.214 Policy and Regulation Concerning Sunscreen Application in School
5.a.4. Revised P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease
5.a.5. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees
5.a.6. Revised P 5144.1 Physical Activity and Student Discipline

Discussion:
Mr. Eleveld asked for clarification that these changes are related to changes in state law versus district changes.

Dr. Cooke stated that these changes were state mandates.

Mr. Bosch stated his concern that P 5141.214 Policy Concerning Sunscreen Application is requiring additional forms and complications that seem excessive. He suggested that this should be voiced to the state.

Motion Passed: Move to approve the revisions made to P 1331 Prohibition Against Smoking, Revised P 5118.1 Homeless Children and Youth, P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease, 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees, P 5144.1 Physical Activity and Student Discipline and approve the addition of new P 5141.214 Policy Concerning Sunscreen Application passed with a motion by Ms. Maryam Khan and a second by Ms. Ayana Taylor.

9 Yeas - 0 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Mr. David Furie	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

5.b. Distance Learning/Coronavirus Update

Discussion:
Dr. Cooke updated everyone that Windsor Public Schools are closed through Wednesday, May 20, 2020 by Governor Lamont's executive order. He shared that an alteration was made to the distance learning schedule of providing more Social and Emotional Learning (SEL) work on Wednesdays and using part of Wednesday for make-up work for students. The State of CT guidance has been for districts to move forward with Planning and Placement Team (PPT) meetings and 504 meetings as deemed necessary by the district. The Governor's Learn from Home Taskforce donated over 1,000 Dell laptops to WHS. The district is grateful for them and working to see how they may be best utilized. During the school closures, over 7,500 meals have been provided. Each of those meals included lunch and breakfast for the next day. There is an anticipated donation of Scholastic materials as well as other learning materials. Distribution of these items are being discussed. The Connecticut Interscholastic Athletic Conference (CIAC) will be meeting this week to discuss the status of the Spring season with additional discussion of extending the season beyond the school year. Mr. Osunde and Dr. Cooke have almost daily communications regarding WHS events and planning for alternatives. They are open to any and all

options for graduation which include smaller ceremonies, a ceremony scheduled into the summer, remote ceremony or other alternatives. Although there is continuing discussion regarding the grading process for the district, the district will most likely be following the Commissioner of Education's recommendation of utilizing Pass/Fail for the 4th quarter. Pass/Fail grades have been accepted by CT colleges and widely across the U.S. Students may also be given the option of getting their actual grade rather than a Pass/Fail. Through the continued partnership with the Hartford Foundation for Public Giving, the Foundation has provided WPS with a $75,000 grant to support our school district through this pandemic. No decisions have been made for the use of the funding. US News and World Report has designated WHS as a top school in the Northeast.

Discussion by the board included: potential obstacles for younger students with technology, Wednesday SEL work, hands on work in specialized classes such as Tech-Ed and the donated Dell laptops.

6. Committee Reports

Discussion:
At this time there was much discussion regarding the process of reconsidering a vote as well as this bylaw needing to be referred back to the policy committee. Per BL 9312, a majority vote of ⅔ of the board is required for approval of a bylaw.

Motion Passed: Motion to reconsider the Board of Education vote for BL 9240 Board of Education Development passed with a motion by Ms. Charlotte Ricketts and a second by Mr. David Furie.

7 Yeas - 2 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	No
Mr. Paul Panos	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Mr. David Furie	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	No

Motion Failed: Move to approve the addition of new BL 9240 Board Member Development as a second reading failed with a motion by Mr. David Furie and a second by Ms. Maryam Khan.

5 Yeas - 4 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	Yes
Mr. Paul Panos	No
Mr. Brian Bosch	No
Mr. Ronald Eleveld	No
Mr. David Furie	Yes

Ms. Charlotte Ricketts	Yes
Mr. James Ristas	No

7. Consent Agenda
7.b. Enrollment Report
7.c. Food Service Report
7.d. Human Resources Report
7.e. Healthy Food Certification

Motion Passed: Move the Board accept Consent agenda items 7b. Enrollment Report, 7c. Food Service Report, 7d. Human Resources Report and 7e. Healthy Food Certification Report passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

9 Yeas - 0 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Mr. David Furie	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

7.a. Financial Report

Discussion:
Expenditures for March 31, 2020 $ 8,394,677

Expenditures through March 31, 2020 $51,696,360

Mr. Panos asked about substitute teacher funds and how they have been spent.

Mr. Eleveld inquired about savings on fuel, utilities and salaries.

Motion Passed: Move the Board accept Consent agenda item 7a. Financial Report passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

9 Yeas - 0 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	Yes

Mr. Paul Panos	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Mr. David Furie	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

8. Approval of Minutes
8.a. March 17, 2020 Regular Meeting

Discussion:
Discussion ensued regarding Agenda item 6b. BL 9240 Board of Education Development and how the current actions should be reflected in the April minutes.

Motion Passed: Move to approve the minutes of the March 17, 2020 regular meeting to include a line that Agenda item 6b. was reconsidered at the April 21, 2020 regular meeting and was overturned. Refer to the April 21, 2020 minutes for details. Approval of April 21, 2020 minutes will take place at the May 19, 2020 regular meeting passed with a motion by Ms. Ayana Taylor and a second by Ms. Maryam Khan.

7 Yeas - 2 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Mr. Brian Bosch	No
Mr. Ronald Eleveld	Yes
Mr. David Furie	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	No

9. Other Matters/Announcements/Regular BOE Meetings

Discussion:
Ms. Ricketts said that JFK sends weekly email updates and their PTO is hosting a Zoom meeting next Monday at 7:00 PM. She hopes the community stays safe and healthy.

Mr. Eleveld wants the community to stay physically and mentally well and he hopes for a quick recovery for staff members who have been affected by this illness.

Ms. Khan wants everyone to stay safe and protected and commented, “we’ll get through this together.”

Mr. Ristas apologized for internet connection issues possibly due to bandwidth.

Ms. Taylor thanked the district staff and gave a shout out to heros on the frontline.

Mr. Bosch encouraged the community to reach out if help is needed and to take care of yourselves.

Mr. Furie hopes everyone stays well. He commented, "this is affecting everyone differently, but we'll get through it together."

Mr. Panos asked that the term "membership" for the Board of Education be defined. He showed concern about the duration of the epidemic.

Mr. Lockhart stated that this is impacting everyone and does not discriminate. He asked that everyone practice social distancing and common sense.

9.a. BOE Special Meeting, Tuesday, May 5, 2020, 6:30 PM, L.P. Wilson Community Center, Board Room

Discussion:
Mr. Lockhart said that this special meeting would be cancelled to allow for Dr. Cooke to proceed with the hiring process and due to the current closures.

9.b. Next BOE Regular Meeting is Tuesday, May 19, 2020, 7:00 PM, Town Hall, Council Chambers

Discussion:
Mr. Lockhart noted that there is a date correction in the Agenda for the May regular meeting. The date needs to be changed from May 21 to May 19.

10. Adjournment

Discussion:
The meeting adjourned at 9:28 PM.

Motion Passed: Move to adjourn the meeting at 9:28 PM passed with a motion by Mr. Ronald Eleveld and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

Member Votes

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Ms. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Mr. Brian Bosch	Yes
Mr. Ronald Eleveld	Yes
Mr. David Furie	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

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Ayana K. Taylor, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting - Virtual Meeting
Unapproved Minutes

Tuesday, May 5, 2020 5:00 PM

L.P. Wilson Community Center, Board Room - Closed to the Public

The following are the unapproved minutes of the May 5, 2020 Special Meeting - Virtual Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 5:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Ms. Ayana Taylor
Mr. Paul Panos
Mr. Brian Bosch
Mr. Ronald Eleveld
Mr. David Furie
Ms. Charlotte Ricketts
Mr. James Ristas

Updated Attendance:
Mr. Paul Panos was updated to present at: 5:02 PM

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order at 5:00 PM with the Pledge to the Flag and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig Cooke and Assistant Superintendent for Human Resources Dr. Terrell Hill.

2. Personnel matter regarding the selection of the John F. Kennedy School Principal and the Poquonock School Principal (Executive Session and Action Anticipated in Regular Session)

Discussion:
The Board discussed the process for the interviews.

Mr. Panos left the meeting at 5:09 PM.
Mr. Ristas left the meeting at 5:09 PM.

Motion Passed: Motion to move to executive session for the purpose of interviewing the candidate for John F. Kennedy School Principal and the Poquonock School Principal, inviting Superintendent Dr. Craig Cooke and Assistant Superintendent for Human Resources Dr. Terrell Hill to attend the executive session passed with a motion by Mr. David Furie and a second by Mr. Brian Bosch.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Absent
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

The Board moved into executive session at 5:11 PM.

Mr. Panos returned to the meeting at 5:11 PM
Mr. Ristas returned to the meeting at 5:11 PM.

The Board returned to open session at 7:53 PM.

Motion Passed: Move to offer Autumn Baltimore the position of John F. Kennedy School Principal passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

7 Yeas - 1 Nays - 1 Abstained.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Abstain
Mr. Brian Bosch No
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Yes

Motion Passed: Move to offer Jay Mihalko the position of Poquonock School Principal passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

8 Yeas - 0 Nays - 1 Abstained.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Abstain
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Yes

3. Announcements

Discussion:
Board members congratulated the candidates and wished them well.

Ms. Khan left the meeting at 8:02 PM.

4. Adjournment

Discussion:
The meeting adjourned at 8:07 PM.

Motion Passed: Move to adjourn the meeting at 8:07 PM passed with a motion by Mr. Ronald Eleveld and a second by Ms. Ayana Taylor.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Yes
Mr. Ronald Eleveld Yes

Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Yes

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Ayana K. Taylor, Secretary
Windsor Board of Education